

PROFESSIONAL MEDICAL AND SUPPORTING STAFF

Director of Medicaid Administration and Coordination - (1) A college graduate with a degree in administration, and reports directly to the Commissioner of the Tennessee Department of Health and Environment - the designated Single State Agency. Provides the planning, organizing, developing, coordinating, controlling and directing of those program areas or aspects associated with Title XIX of the Social Security Act, the Tennessee Medical Assistance Act, and other medical assistance programs.

Medical Director - (1) A licensed physician responsible for the medical direction in the planning, organizing and implementation of Medical Services of the Medicaid Program. Reviews Medical Policies. Provides Bureau level interface with all Divisions of the Bureau and with the Medicaid Medical Advisory Committee, professional associations, and providers of services to Medicaid recipients. Responsible for providing administrative supervision to the Surveillance and Utilization Review (SUR) of providers, to determine possible practice in cases requiring professional (medical) judgment, and specifically provides professional technical advice to the Program Integrity Section of the Division of Medicaid regarding medical review.

Secretary III (1) - Reviews and distributes mail; routes assignments made by the executive staff screens and directs calls and visitors, assists the executive staff in meeting preparation, acts as secretarial mentor to other secretaries. Sets up and maintains a variety of records and files and prepares a variety of routine reports; performs minor studies, communicates directives of the executive staff to Division Managers.

Secretary 2 (4) - Types a variety of material, performs a variety of clerical functions, acts as receptionists, screens calls and maintains appropriate appointment registers and calendars.

Administrative Secretary 1 - (1) Assist the assistant commissioner in the management of time and in the handling of administrative details; reviews mail; screen and directs calls and visitors to services or answers questions as appropriate; set up and maintains a variety of records and files and prepares routine reports.

Public Health Nursing Consultant 1 (28) - Provides technical assistance and diagnostic findings relative to Medicaid programs; assist in surveys of health care facilities; reviews provider histories and claims to detect fraud and abuse; assist in formulating and developing program plan to facilitate implementation of review and monitoring programs and providers.

Dental Hygienists (1) - Coordinates dental health education programs, evaluates claims submitted by dental providers for fraudulent and abusive practices; this employee provides consultation to the professional medical staff in matters relating to good dental care.

Public Health Nursing Consultant 2 - (7) Initiates, directs, and evaluates quality assurance activities to improve patient care; develops nursing care standards; supervises field nurses in medical care reviews, trains subordinate employees, prepares pertinent diagnostic information obtained during nursing assessment.

Pharmacist 2 - (1) Serves as the Bureau pharmacy consultant, assists investigative staff with decisions concerning compliance; formulates pharmaceutical policies; and acts as liaison between Bureau and Pharmacy providers; prepares a variety of records and reports for the Bureau.

Physician (2) Provides the Bureau with professional medical decisions concerning diagnosis, treatment and proper medical practices. Consults with Bureau staff in order to formulate rules, regulations, policy and procedures. Works as a team member with other professional medical staff in the inspection of health care institutions and other providers. Testifies at Bureau hearings.

Medicaid Specialist 3 - (1) Supervises and reviews the opening of official program integrity cases for investigation of fraud and/or abuse in the Medicaid program; makes regular contacts with the general public, persons in other departments, divisions, or outside organizations and representatives in furnishing or obtaining Medicaid program information. Reviews highly technical Medicaid program activities ranging from individual recipient and service provider reviews to institutional and non-institutional facility reviews and ensures Medicaid program integrity and compliance with established state and federal regulations.

Medicaid Specialist 2 - (1) Opens official program integrity cases for investigation of fraud and/or abuse in the Medicaid program; makes contact with Medicaid recipients with problems such as failure of the provider to deliver services paid for or recipients having to pay part or all of the expenses covered by Medicaid payments. Performs a full range of Medicaid program monitoring work; monitors claims adjudication activities and processes claims problems.

Medicaid Program Manager 1 - (2) Assigns, trains, supervises, and evaluates section staff performing Medicaid administration, investigation, or compliance work. Manages the study of organization, operations, and services under personal control and passes judgment on merit of recommendations intended to effect improvements in economy, efficiency, and quality of organization, operations, and services.

Medicaid Program Manager 3 - (1) Directs the Medicaid Quality Control Division. Assigns, trains, supervises, and evaluates divisional staff performing Medicaid quality control work. Plans, organizes, and directs divisional operations, functions, activities, and services.

Health Facilities Surveyor Supervisor - (12) Has overall supervisory responsibility for institutional certification and licensing surveying. Directs the work of staff consultants in the survey and evaluation of hospitals and related health facilities for conformance with state licensing standards.

Medical Social Worker 2 - (4) Develops, executes, or coordinates a statewide medical-social services program to aid clients with problems related to home health care, medical care, maternal and child care, financial problems, environmental problems, and other health-related social problems.

Administrative Services Assistant 3 - (1) Supervises portions of the administrative services function including combinations of functions such as general research, purchasing, personnel, public information, space management, property inventory, mail services, stores and warehousing, records management, printing and duplicating, publications, grants development and administration, and any other area of administrative services; assists a high level manager in directing all administrative services for a very major departmental program.